

Friday With Friends – Guidelines for Proposers

We gather during certain Friday evenings of the year in the Garden Room or Meeting House at Oxford Friends Meeting House from 7p.m. to 9.30 p.m. We currently do not have a regular programme of events but use this space for events that are organized by members of the Meeting for members of the Meeting (and others where appropriate). The co-ordinator is currently Elisabeth Salisbury (Oxford 515163).

If you would like to suggest a topic

- ◆ First contact the coordinator of FWF to discuss the idea. She will liaise with the warden to find a suitable date when the room is free and there is, as far as possible, no other Quaker event that evening which might compete for attendees.
- ◆ When the date and the title of the session are agreed the person proposing the event should ensure suitable publicity in *Forty-Three*, the website and the notices by writing a brief description of the event and emailing this to newsletter@oxfordquakers.org and to notices@oxfordquakers.org. Where appropriate the notice will also be sent to clerks of other Quaker Meetings in the Area.
- ◆ Some topics may benefit from additional information so that participants know what to expect and a longer explanation than can be included in the calendar of *Forty-Three* or in notices would be helpful. If space is available this can be published in *Forty-Three* with the agreement of the editors. The notice compilers are also happy to circulate a separate attachment giving further explanation of the event.
- ◆ Proposers will normally make all the arrangements for the evening themselves, asking for support from other Friends/the co-ordinator as required - i.e. s/he would liaise with the speaker if applicable, organise refreshments and chair the session. This helps to encourage the feeling that FWF is owned by the meeting as a whole.

Refreshments

Tea, coffee, milk and sugar are provided in the meeting house kitchen. Biscuits/nibbles are provided by FWF proposers.

Cancellations

If an event has to be cancelled or postponed let the warden and the co-ordinator know and email notices@oxfordquakers.org so that information can be circulated by email. Last minute cancellations e.g. because of bad weather or illness will be posted on the website, notified to the clerks circulation list by email and a notice will be put up in the foyer of the meeting house by the warden.

Friday with Friends – Guidelines for Speakers

Session leaders may find it helpful to know that:-

- The warden prepares the room for the session. A flip chart can be provided if required.
- Refreshments are usually available between 7 and 7:30 p.m.
- Participants are encouraged to wear name badges. Labels and pens are provided at the meeting.
- Sessions start promptly at 7:30 and finish promptly by 9:30 p.m. although they may end earlier than this if appropriate
- Each session opens and closes with a short silence.